State of Wisconsin
Governor Jim Doyle

TO: **Economic Support Supervisors**
        Economic Support Lead Workers
        Training Staff
        Child Care Coordinators
        W-2 Agencies

FROM: Amy Mendel-Clemens
        Communications Section
        Bureau of Health Care Eligibility

BHCE/BWP OPERATIONS MEMO
No.:   03-31
Date: 04/22/2003
Non W-2 [X]   W-2 [X]   CC []
PRIORITY: HIGH

SUBJECT: CARES WORK PROGRAM ACTIVITY COMPLETION CODES

CROSS REFERENCE: Replaces Operations Memo 03-25

EFFECTIVE DATE: April 28, 2003

PURPOSE

The purpose of this memo is to inform work program agencies that use CARES screen WPCH of revisions made to Completion Codes.

    NOTE ➢ **This operations memo replaces the previous memo 03-25**.

BACKGROUND

The Department changed the definitions of previous work program closure codes effective April 1, 2003 to eliminate several unused and confusing codes. As a result of the Department using old completion codes, it has caused problems with data collection for reporting. The codes that were given new definitions need to be retired and brand new codes are assigned to those definitions.

POLICY

COMPLETION CODE REVISIONS

The number of completion codes has been consolidated in order to simplify the process for closing out an activity on WPCH. The list of completion codes have been reduced to the following seven codes:

A – SUCCESSFULLY COMPLETED
        An example of successful completion is graduating from a Certified Nursing Assistant program or obtaining a General Education Diploma (GED).

B – UNSUCCESSFULLY COMPLETED/INTERRUPTED
        This code should be used when an activity is interrupted for any reason that is not defined in the other completion codes **or** the participant completes the activity but has not reached the intended goal.

        Example:
        • A participant's failure to increase his or her reading level after participation in an Adult Basic Education course.
        • Participant moves out of state prior to completing the activity.

        Children First Definition: Participant did not complete this activity for reasons that may be considered good cause. This would include: Participant gets married or moves in with the custodial parent, child support order is suspended, participant moves, participant is determined no longer eligible, or participant is determined disabled.

N (Old Code C) – ACTIVITY ENDED DUE TO CMF PLACEMENT/EMPLOYMENT
        This code should be used for W-2 participants who end their participation in an activity as a result of becoming employed.

P (Old Code D) – COMPLETED APPROPRIATE FORMAL ASSESSMENT WITHIN PRIOR 12 MONTHS
        This code should be used to identify that a formal assessment meeting W-2 policy requirements has been completed with the participant within the prior twelve months.

K (Old Code E) – FAILED TO PARTICIPATE – NOT GOOD CAUSE
        This code should be used when the activity is closed because the participant has failed without good cause to participate.

L (Old Code F) – INAPPROPRIATE ASSIGNMENT
        This code should be used when the agency determines that an error was made in assigning the participant to a particular activity. When this code is used, an explanation should also be documented in case comments.

T (Old Code M) – TRANSFERRED CASE
        This code should be used when the activity is interrupted as a result of the participant transferring to another agency.

IMPACT ON PERFORMANCE STANDARDS

Effective April 1, 2003, in order for a W-2 participant to meet the Educational Activity Attainment (EAA) standard, the activity completion code must be either _A_ – Successfully Completed or N (Old Code C) – Activity Ended Due to CMF Placement/Employment. The CARES system will run on the evening of April 29, 2003 and change prior coding entered from April 1, 2003 through April 29, 2003 to the new codes. The April Performance Standard reports will be available around May 12, 2003. All old coding will be unavailable as of April 30, 2003 and will produce an error message.

CONTACTS

BHCE CARES Information & Problem Resolution Center

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   Note: Email contacts are preferred. Thank you.

DWD/DWS/BDS/JK